

**ADMINISTRATIVE CLERK I
ADMINISTRATIVE CLERK II**

DEFINITION

To perform a wide variety of general clerical duties related to the function and department assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I: This is the entry level class in the Administrative Clerk series. This class is distinguished from the Administrative Clerk II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Administrative Clerk II: This is the full journey level class within the Administrative Clerk series. This class is distinguished from the Administrative Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Clerk I

Receives immediate supervision from management or supervisory positions, and may receive functional and technical supervision from secretarial personnel.

Administrative Clerk II

Receives general supervision from management or supervisory positions, and may receive functional and technical supervision from secretarial personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform general clerical duties related to assigned functional area and department.

Type, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, dictaphone recordings or verbal instruction.

Act as a receptionist; answer the telephone and assist the general public, giving information on department and assigned program activities.

Assist in the enrollment of participants in an assigned program.

Issue, receive, type and process various applications, permits and other forms.

Process bills for fees; record payments and send delinquent notices when necessary.

Process permits and licenses; collect and process fees and charges; register participants in city sponsored programs.

Schedule inspections and appointments as assigned.

Perform a wide variety of routine clerical work including filing, billing, checking and recording information on records.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports.

Operate standard office equipment including word processing equipment as assigned, may perform duties on computer spreadsheet program.

Receive, sort and distribute incoming and outgoing mail.

Posting of notices as directed.

Perform related duties as assigned.

QUALIFICATIONS

Administrative Clerk I

Knowledge of:

English usage, spelling, grammar, and punctuation.

Office methods and equipment including filing systems.

Ability to:

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on computer screen; and lift light weights; maintain mental capacity which allows for effective interaction and communication with others.

Learn the organization, procedures and operating details of the city department to which assigned.

Learn how to use word processing equipment.

Perform routine clerical work including maintenance of appropriate records and preparation of general reports.

Verify and check files and data.

Understand and carry out both oral and written directions.

Perform simple mathematical calculations.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a variety of office equipment such as a calculator and typewriter.

Type accurately at a speed of 40 words per minute.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Administrative Clerk II

In addition to the requirements for Administrative Clerk I:

Knowledge of:

Organization, procedures and operating details of the city department to which assigned.

Ability to:

Type accurately at a speed of 45 words per minute.

Learn how to use a spread sheet program on the computer including creating shells for data collection.

EXPERIENCE AND TRAINING

Any combination of experience and training would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience performing duties comparable to that of an Administrative Clerk I for the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.